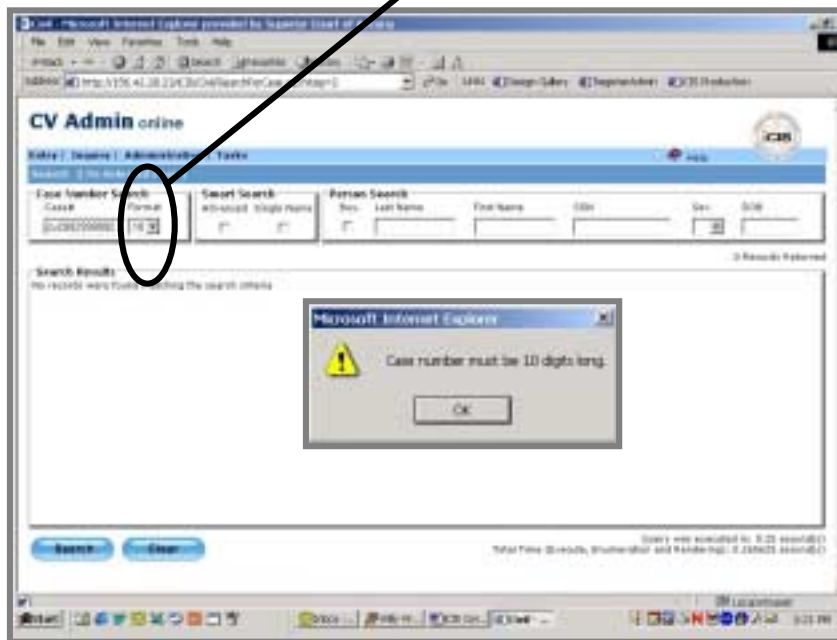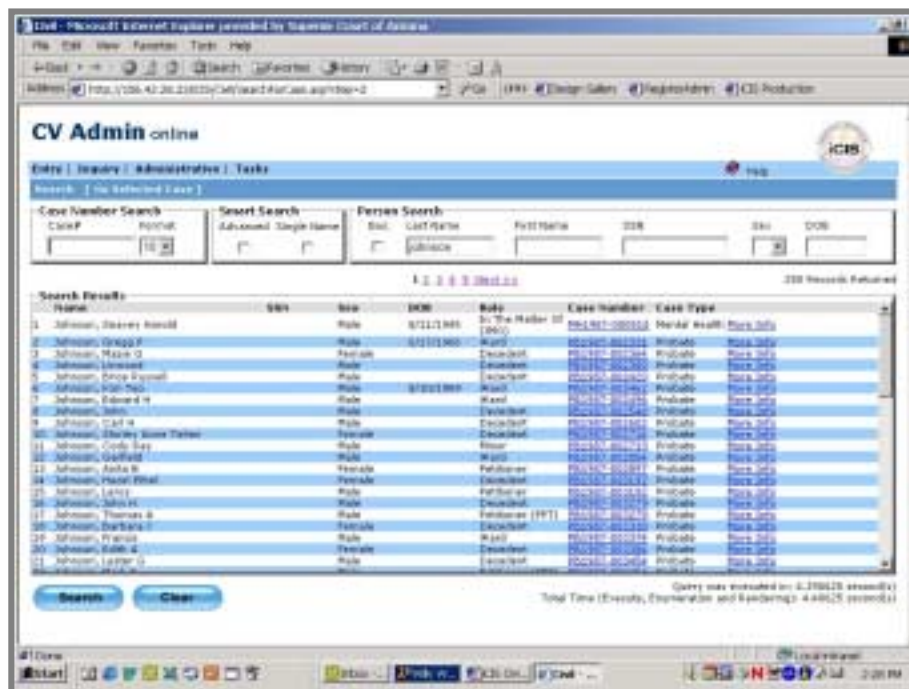# SEARCH FOR CASE

Once you have selected the application to work in and changed your password, iCIS will open the **Search for Cas**e screen.

You can search for a case several ways:
by Case Number Search – Make sure the Format number matches the number of digits in your case.

by Person Search

- ♦ Fill in as much information as you have about one of the parties.
- ♦ If any information is entered incorrectly, the case will not be found.
- ♦ To broaden your search and return more cases, search by just the first or last name.

by Business Search

You may choose an Existing Business from the drop-down list

by Person/Business Search Plus Smart Search

Case Number Search

If the case number is fewer than 10 digits (6 or 5), click the down-arrow under 'Format' and choose the appropriate number.

Include the case type (fc, dr, fn) in your case number (ex. fc2001002456). **Don't** include a dash.

Person Search

If you do not know the Case number, you can search using one or more of the '**Person Search**' fields. ALL information you input must match exactly or the case will not be found.

Last Name   First Name   Social Security Number   Sex   Date of birth
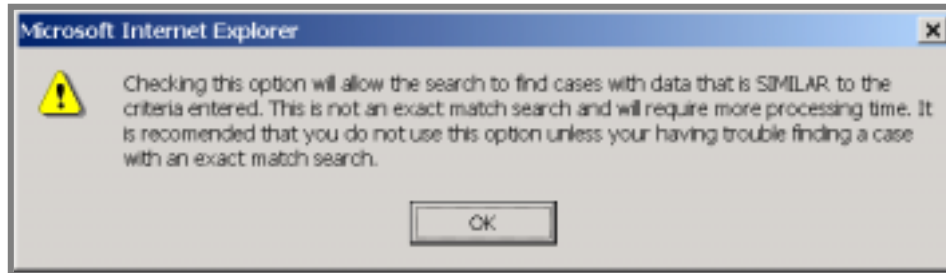
Business Search

To search using Business information:

Place a checkmark in the box labeled 'Bus'. The criteria fields will change to allow a search by 'Business Name'. Type in the business name or if it is a commonly used business such as Clerk of the Court, choose it from the drop-down list under 'Existing Business'.

Smart Search

If the Person/Bus Search does not return the case you are looking for, expand your search to include cases with data <u>similar</u> to the criteria you have entered by checking the '**Smart Search'** **box**. This notice will display explaining its use. Click **OK** to continue.

Single Name Search

If the Person or Business you are searching for only has one name (i.e. Sears), check the 'Single Name' box before pressing the Search button (or the Enter key).
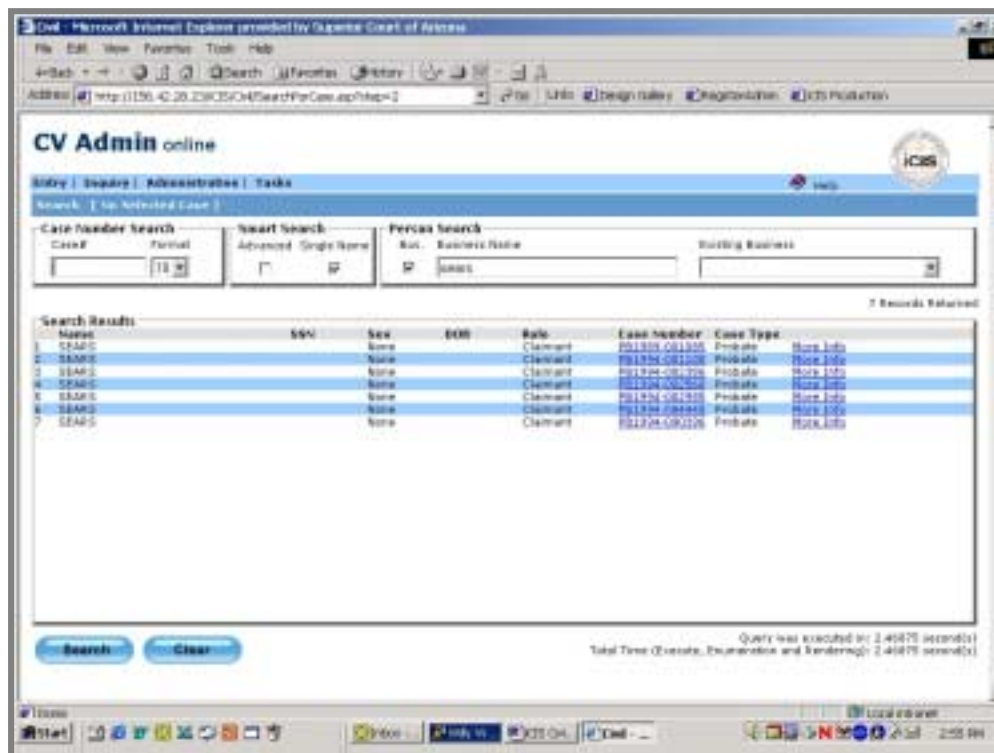
After selecting your search method and entering the criteria, click the **Search** button or hit the **Enter** key to display the results.

(If you want to clear the fields to enter new search criteria, click the **Clear** button.)
The search screen will now display all possible matches according to the criteria you entered.

Click these numbers to navigate to more records

To open a case click on the blue case number link

Click the Clear button to begin a new search

To view a party's personal information before opening the case, click the More Info link

Clicking the More Info link will open this multi-tabbed window.
Click each tab at the top to view the information.

Other names the party has used

All Docketed items for the case

All Legal numbers belonging to the party such as driver's license number

Services the party is involved in

The Party's addresses

Associations between the party and other parties in the case

Picture ID (future enhancement)

Listing of all Hearings for the case

More Info for: Brenda Johnson Sex: Female DOB:

	Addresses	AKAs	Associations	Dockets	Hearings	Legal Numbers	Photo	Services

Type	Street	Street 2	City	State	Country	Zip	Start Date	End Date
Home	723 W. PIERCE		PHOENIX	Arizona	United States	85007-0000	9/1/1995	

Close

Click **Close** to return to the **Search Results** window.

Clicking a blue case number link will take you to the **Main Page.**

CV Admin online